

CLASSIFICATION SPECIFICATION FOR: LEAD PARKS & MAINTENANCE WORKER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform a variety of semiskilled and skilled tasks in the maintenance of streets, street medians and park grounds, sewers and related public works installations, and equipment and buildings in a designated geographical area; to serve as lead-worker and specialist and operate light, medium and heavy equipment; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Serve as lead-worker and specialist on crews assigned to parks, landscaped areas, street medians, streets, sewers and street sign/painting.
2. Assist management personnel in the supervision of assigned personnel and the operations of the Parks and Maintenance Divisions.
3. Assign and inspect work to ensure compliance with established guidelines and procedures.
4. Order materials, instruct crews, and maintain accurate records of work performed.
5. Maintain all medians, grounds, equipment and facilities in a designated geographical area. Water, weed, apply pesticides, prune, empty trash containers and perform minor repairs and custodial maintenance to restrooms.
6. Install, maintain and repair sprinkler systems, plumbing fixtures and light standards.
7. Serve as the leader of the sewer cleaning crew. Locate the proper sewer lines through maps, operate rodding and flushing equipment and instruct and direct the work of a helper.
8. Serve as the leader of a paint crew. Paint traffic messages on curbs, pavements and crosswalks and instruct and direct the work of a helper. Fabricate and paint street signs and may mark streets for the painting of traffic lines.
9. Perform the more skilled manual work on maintenance, repair and construction projects such as street patching and resurfacing, concrete finishing, and installation of guardrails, retaining walls, and sewer lines.
10. Assist in a variety of maintenance and construction projects including: building of concrete

installations, installation of metal fences, painting, and fabrication of walls, shelves, bins, playground and exercise equipment.

11. Set up traffic control devices and directs traffic; takes all necessary precautions to safeguard crew members, the general public and property.
12. Use a variety of hand and power tools, and operate light motorized equipment.
13. Operate a variety of light, medium and heavy equipment, including but not limited to: pick-up trucks, loaders, rollers and street sweepers, dump trucks, power mowers, sprayers, tractors, backhoes, and lift trucks.
14. Maintain a supply and inventory control system, which includes the issuance of tools, parts and material to other personnel. Provide for tool distribution, repair and restocking.
15. Make minor repairs to tools, parts and materials.
16. Make wooden signs, using router, planer, table saw, and drill press.
17. As assigned, work extended or irregular hours in the performance of storm patrol and emergency repair work.
18. May work in collaboration with Town Arborist.
19. May provide input in the design of park construction projects.
20. May serve as a lead worker over small crews of part-time or temporary personnel.
21. Performs other work related duties as assigned.
22. Provide input regarding employee evaluations and other personnel matters.
23. May operate welding equipment in connection with the above duties.
24. May regularly direct the work of a helper or occasionally lead a small crew.
25. May perform unskilled or semiskilled building and park maintenance work.
26. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

Experience: Four (4) years of construction and maintenance experience related to streets and roads, or park maintenance, including operation of light and heavy equipment; and two (2) years of supervisory experience.

Or an equivalent related training received through accredited schools, and two (2) years of supervisory experience.

Education: Completion of the twelfth grade or equivalent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Completion of the twelfth grade or equivalent
- Four (4) years of construction and maintenance experience related to streets and roads, or park maintenance, and two (2) years supervisory experience.

Knowledge of:

- Basic principles of supervision.
- Techniques, materials, tools and equipment used in public works and parks maintenance and construction, including but not limited to: carpentry, plumbing, electrical, concrete, and welding.
- Light and heavy construction equipment.
- Plant identification, pesticides, fertilizers, techniques, tools, chemicals and equipment used in park maintenance.
- Operation, maintenance and basic repair of small gasoline engines.
- Automatic sprinkler system operations.
- Safe work practices and department safety regulations.

Ability to:

- Effectively direct the work of other employees.
- Use a variety of hand and power tools and operate light motorized equipment.
- Operate light and heavy construction equipment.
- Make accurate estimates concerning job materials.
- Work in inclement weather.
- Work extended or irregular hours.
- Perform rotating work assignments.
- Understand and follow verbal and written instructions.
- Accurately maintain records and prepare basic reports.
- Motivate and direct the work of employees.
- Establish and maintain effective working relationships with other Town personnel, suppliers, and the public.
- Lift a minimum of 60 pounds.
- Interpret blueprints, drawings and sketches.
- Conduct work in a safe manner in accordance with established practice.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Arc and acetylene welding certificates.
- Pest control applications certificate

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work outdoor; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, traffic, and inclement weather conditions.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by AFSCME, Local 101.

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